

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Nutrition/4-H Assistant**

**Class Code: 30505**

---

### **A. Purpose:**

Provides information and guidance to low-income homemakers and 4-H youth on basic nutrition practices.

### **B. Distinguishing Feature:**

The Nutrition/4-H Assistant instructs low income families with children or 4-H youth in the areas of food selection, production, preparation and storage to receive the best nutritional and monetary value.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Enrolls families or homemakers in Expanded Food & Nutrition Education Programs based on referrals or individual contacts to enable clients to enjoy better nutrition.
  - a. Compiles food budgets for low-income families.
  - b. Refers clients to other service agencies.
2. Trains teen volunteers, foster grandparents and homemakers, in groups or individually in areas of personal development, nutrition, meal and budget planning, food preparation or production, food storage or preservation, and comparison shopping by conducting workshops and demonstrations to provide better nutrition education to low-income families.
3. Assists in organizing new clubs or programs to enhance the life skills and nutrition of youth through fun and education.
  - a. Develops programs for Summer Food and Fun meetings and day camps.
  - b. Recruits 4-H Club leaders and members.
4. Disseminates nutritional information for schools, service agencies and clinics to emphasize the utilization of available resources and the value of nutrition to peoples' health and well being.
  - a. Reviews all nutritional pamphlets on other publications to keep informed on nutritional changes.
  - b. Develops informational newsletters to promote 4-H, nutrition, or community programs.
5. Prepares and submits regular reports on personal meetings with enrollees, detailing their need and their program, and recommending when a client should graduate or be terminated from the program.
  - a. Write monthly reports on all family visits, workshops and club activities.
  - b. Document recommendations for client graduation or termination from a program.
6. Performs other work as required.

### **D. Reporting Relationships:**

No subordinates report to this position, however, the incumbent is responsible for recruiting, training and organizing activities for 4-H members, volunteer 4-H club leaders or foster grandparents.

#### **E. Challenges and Problems:**

Changing nutritional habits of a client through education, developing individualized plans for each enrolled family and training families to be self-reliant. There is a constant challenge to enroll homemakers and to recruit 4-H leaders.

A major problem facing the incumbent is teaching good nutritional habits utilizing low cost foods and creating an incentive for the homemaker to continue the program.

#### **F. Decision-making Authority:**

Decisions made by the incumbent are the content and scheduling of individual or group meetings. The Nutrition/4-H Assistant also decides which topics and articles will be printed in the newsletter.

The supervisor checks the accuracy and suitability of nutritional information and approves expenditures of allocated budget. The supervisor also decides determinations of eligibility and income guidelines. Work assignments are also dictated by obvious need or by referrals from other agencies.

#### **G. Contact with Others:**

The incumbent receives directions and referrals from Social Services Women, Infant and Children (WIC) Program, county health nurses, county commissioners or other service agencies. The incumbent has weekly contact with homemakers, 4-H club leaders or members and the general public to give advice or to recruit and enroll homemakers.

#### **H. Working Conditions:**

Nutrition/4-H Assistants are required to lift heavy equipment to set up meeting rooms and move chairs, tables and audio-visual equipment. Extensive travel is required and home visits may involve an unsanitary and unkempt working environment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- the theory and practice of health education, community organization, and public relations;
- nutritional needs, personal hygiene, household cleanliness and proper food preparation practices;
- common sense shopping techniques;
- household budgeting practices;
- basic methodologies and practices of imparting knowledge to teens and adults;
- arithmetic sufficient to add, subtract, multiply, divide and calculate percentages.

Ability to:

- analyze situations and apply tact, understanding, imagination, initiative, and resourcefulness;
- use a typewriter or computer and appropriate software;
- speak effectively to groups;

- lift up to 50 pounds and stand for extended periods of time.